

RECORDING A DOCUMENT IN THE REGISTER OF DEEDS OFFICE

WHAT YOU NEED:

1) NEWLY DRAFTED AND COMPLETED DOCUMENT

You can find blank forms at <https://www.waukeshacounty.gov/ROD>

Click on "Blank Forms & Legal Documents".

2) ONE (1) PAGE TRANSFER RECEIPT (ONLY APPLICABLE IF RECORDING A CONVEYANCE DOCUMENT - DEED, HT-110, ETC.)

If recording a conveyance document, you will need to go to the Wisconsin Department of Revenue's website and fill out an Electronic Real Estate Transfer Return (ERETR). Upon completion of the form, you will be prompted to print out a one-page transfer receipt.

Go to www.revenue.wi.gov

Click on the "ERETR" box, then click on "File a return".

3) FEES

\$30.00 – Standard Documents (Deeds, Mortgages, etc.)

\$50.00 – Subdivision, Condominium, and Cemetery Plats

\$25.00 – Transportation Project Plats

If there is a transfer fee due when filling out the ERETR for conveyance documents, include this with your payment at the time of recording.

SUBMIT THE FOLLOWING:

- 1) Newly Drafted and Completed Document
- 2) One (1) Page Transfer Receipt (if applicable)
- 3) Fees (check or money order only)

To record a document, please mail it in with payment, or drop it in the gray box located outside the Register of Deeds office door (office hours are 8:00am-4:30pm). This drop box is large enough to accommodate plats and maps. With either option please be sure that your document and payment are submitted together and secured in an envelope with your contact information.

We do not hand record documents immediately, but rather, in the order received. This generally takes 1-2 business days.

We only accept checks (or money orders) as payment. Please make checks out to:

Register of Deeds

515 W. Moreland Blvd. Rm. AC110

Waukesha, WI 53188

The Register of Deeds cannot provide legal advice or assist in drafting your documents. If you need further assistance, we recommend consulting a real estate attorney or title company. If you have questions filling out the ERETR form, you can call the Wisconsin Department of Revenue at 608-266-1594 or 608-264-6885.

If you have questions specifically pertaining to the recording process, you can contact the Recording Division by email at recording@waukeshacounty.gov or phone at **262-548-7585**.